



STRU'S TRIBAL TANF CHECKLIST

The purpose of this checklist is to inform and guide STRU, DCS, CSD and tribes on steps involved in bringing a Tribal TANF Program into full collaboration with DSHS. The steps are strictly suggestions and are in a generally chronological order under considerations for each partner agency or office.

1. Steps to be considered by Tribes:

- ☐ Submit a letter of intent (to operate a Tribal TANF program) to the federal government's Administration for Children and Families (ACF).
- ☐ Develop a Tribal Family Assistance Plan (TFAP), or Tribal TANF plan, and submit it directly to ACF.
- ☐ Negotiate with the state (ESA Headquarters/STRU) on the amount of federal funds for the Tribal Family Assistance Grant and the state Maintenance of Effort (MOE) funds based on the number of Indian cases and expenditures for the FFY 1994 AFDC caseload.
- ☐ Request tribal council approval of the negotiated cases and funding amounts and send letter to ACF.
- ☐ Finalize the provisions in an intergovernmental agreement with DSHS.
- ☐ Consider options and make decisions regarding child support services on Tribal TANF cases.
- ☐ Negotiate an operating agreement with the Regional Community Service Division (CSD) office to address: the transfer of TANF cases to the Tribal TANF program, the eligibility process for food and medical benefits, ongoing operational and communication procedures and distribution of child support payments on existing state-turned-Tribal TANF cases.
 - ✓ Consider negotiating an agreement with the Division of Child Support (DCS) for the methods for handling child support in former state TANF cases, as well as, negotiate any child support services that the tribe wants for new Tribal TANF Cases. *[If the Tribal TANF Program does not include child support in their TFAP and/or does not request child support services from DCS, then any child support payments that are made will be sent directly to Tribal TANF recipients instead of being assigned to the tribe.]*
- ☐ In order for DCS to forward child support payments, DCS needs the following minimum information:
 - ✓ A completed Electronic Funds Transfer (EFT) form listing bank account information
 - ✓ Tribal Child Support Assignment form signed by each Custodial Parent
 - ✓ An email address for DCS to notify the tribe of child support deposits made by EFT

2. STRU's Responsibilities concerning Tribal TANF:

- ☐ Facilitates the Tribal TANF negotiations between ESA and the tribe.
- ☐ Schedules and facilitates negotiation meetings.
- ☐ Drafts correspondence and briefings to DSHS managers regarding the negotiations.

- ❑ Notifies the CSD Regional Administrator, affected CSO Administrators (CSOA's), and the regional IPSS representative of the tribe's intent to operate a Tribal TANF program.
- ❑ Coordinates with OPADA to obtain data regarding the number of Indian Assistance Units and related expenditures from the FFY 1994 AFDC caseload as requested by tribe and ACF in their letter of intent.
- ❑ Provides the tribe with additional information about the state TANF program.
- ❑ Drafts intergovernmental agreements signed by the tribe and the ESA Assistant Secretary.
- ❑ Coordinates the signing ceremony for the Intergovernmental Agreement, drafts announcement for iESA, press releases and any other necessary documents.
- ❑ Serves as a resource in the development of the operating agreement and the data share agreement between the Regional CSD Office and tribe.

3. Regional CSD Office and affected CSOs Responsibilities:

- ❑ Negotiates and incorporates all provisions in a formal operating agreement with the tribe. Works with the tribe to:
 - ✓ Identify cases and case information, and develop procedures for transferring cases to the tribe. A phased-in approach, usually 2-4 months, is used to transfer cases in batches (based on the intergovernmental agreement).
 - ✓ Determine the method of exchange of information to enable the local office to determine basic food and medical eligibility on Tribal TANF cases.
 - ✓ Identify methods of communication of issues and questions with each other.
- ❑ Develops a data share agreement for the transfer of case information to the tribe.
- ❑ Implements the transfer of cases and provisions in the operating agreement.
- ❑ Notifies the DCS Regional Tribal Liaison of TANF cases being transferred (prior to their transfer), including the name and social security number of the custodial parent.

4. STRU's Responsibilities concerning Child Support:

- ❑ Notifies the affected DCS field office Tribal Liaison (TL), Tribal Claims Officer and District Manager, of the tribe's intent to operate a Tribal TANF program.
- ❑ Provides information to the tribe regarding the connection between Tribal TANF and child support services.
- ❑ Involves DCS Tribal staff in state tribal meetings concerning Tribal TANF child support services.
- ❑ Incorporates child support language in the Tribal TANF Intergovernmental Agreement between DSHS and the tribe.
- ❑ With DCS, provides the tribe with technical assistance, sample forms, agreements and training concerning: child support overview, child support options, communication issues, distribution of child support, etc.
- ❑ Incorporates more specific child support language (regarding former State TANF cases) in the Operational Agreement between the CSO and tribe, to address:
 - ✓ CSO notification to DCS of cases being transferred.
 - ✓ Child Support Assignment Forms

- ✓ Setting-up an Electronic Funds Transfer (EFT) Account (needed in order for DCS to forward child support payments).
- Initiates and leads negotiations with DCS Headquarters, District Tribal Staff, and the tribe regarding comprehensive child support services on Tribal TANF Child Support Services. Seeks to negotiate an Agreement to address full child support services on new Tribal TANF, as well as, former State TANF cases. Provisions may include:
 - ✓ Paternity Establishment
 - ✓ Child Support Establishment and Modification
 - ✓ Enforcement Services
 - ✓ Distribution of Support Payments to tribe
 - ✓ Data and Information Sharing
- Finalizes the agreement, coordinates the signing ceremony, and drafts iESA announcement, press release and other necessary documents.
- Facilitates the resolution of issues, concerns, or gaps in child support services.

5. DCS and District Offices Responsibilities:

- Serves as the point of contact on Tribal TANF child support cases.
- Informs STRU when the Tribal Unit receives the CSO's list of case referrals (or the absence of same) before the Tribal TANF program is scheduled to start.
- Notifies all affected Prosecuting Attorney's offices of new Tribal TANF programs and any negotiated child support agreements.
- Takes the following case actions once the Tribal CS Assignment is received (see DCS Handbook Chapter 13 for more information):
 - ✓ Set **SI** for each NCP associated with existing cases.
 - ✓ Set up a new nonassistance case (Case Type 2) for each associated NCP.
 - ✓ Do not merge the CP's **BI** number to existing IV-D cases. Assign one new **BI** number to the CP even if multiple Tribal TANF cases exist. Exception: If the CP later received Tribal TANF from a different tribe, assign another **BI** number to the CP.
 - ✓ Post the tribe's address for payment processing and the CP address for correspondence.
 - ✓ Enter **CC 76** and a **WB** comment.
 - ✓ Assign case to the Tribal Liaison or to a specially assigned RSEO#.
 - ✓ After opening the new tribal TANF case, transfer current support and NA arrears to the **CF**.
 - ✓ Notify the Cash Unit to set up the required tribal EFT.
 - ✓ Delete **SI** when EFT and **CF** are set up.
- Sends the following child support documents to the Tribal TANF Program on each child support case, unless otherwise agreed by the tribe:
 - ✓ A copy of any relevant child support orders.
 - ✓ A copy of the **BC** screen.
 - ✓ A month-by-month child support debt calculation of any arrears owing to the Tribal TANF program.
- Informs STRU of any meetings or procedural decisions that are made with the Tribal TANF program prior to implementation of a formal Child Support agreement.

- ❑ Participates in negotiations, technical assistance meetings and training regarding child support services to the Tribal TANF Program.
- ❑ Reviews and comments on draft child support language in any formal agreements provided by STRU.
- ❑ Negotiates with the tribe on communication methods for sharing case specific information as identified in the agreement.
- ❑ Provides technical and case specific information to Tribal TANF staff as needed.
- ❑ Provides STRU with updates during the implementation of Tribal TANF Child Support Services, such as:
 - ✓ Numbers of Assignments received
 - ✓ Numbers of New TANF Referrals received
 - ✓ Distribution Issues
 - ✓ Training Offered To or From the Tribal TANF Program
 - ✓ Problems or concerns
- ❑ Provides case statistics to STRU and the Tribal TANF Program as reasonably requested.